



SNAPshot Version 3.8 Information Session

Julie de Clouet & Elizabeth Cuthbert
September 2007



Welcome

- A plea – when you contact us (email, phone or fax) please please please:
 - Indicate **which** facility you are from
 - Spell out the name (you may know the acronym but we might not)
 - Tell us which state/town (ie. prefix your phone number with the area code)
 - Don't assume your email gives us a hint ...
ramsayhealth has facilities all over, and lots of Bronwyn's work for Ramsay !!
- ... and you will save us lots of time. Sometimes we enjoy the challenges you set us, and sometimes its just hard work !!

What is AROC ?



- AROC began as a joint initiative of the whole Australian rehabilitation sector (providers, payers, regulators and consumers)
- Established 1 July 2002 as a not-for-profit Centre
- The Australasian Faculty of Rehabilitation Medicine (AFRM) is the auspice body and data custodian
- The Centre for Health Service Development (CHSD) at the University of Wollongong is the data manager and responsible for AROC's day to day operations

Purpose and Aims of AROC

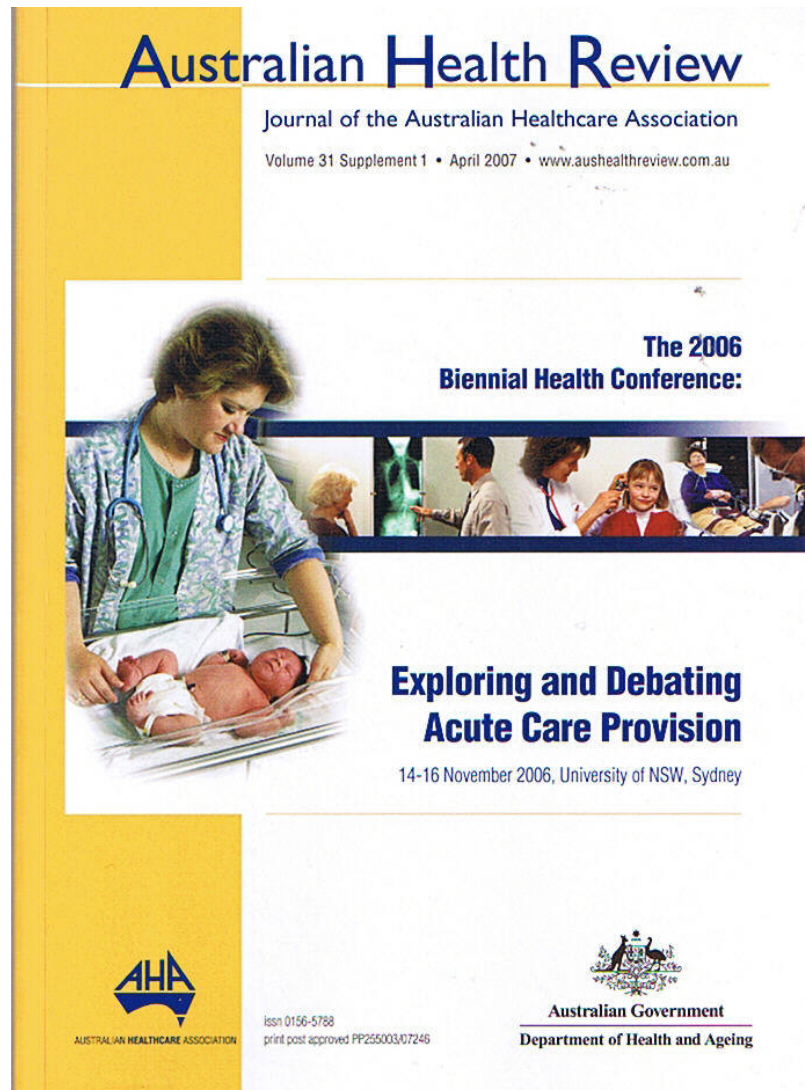
The basic purpose and aims of AROC were established as, and continue to be:

- To provide a national benchmarking system to improve clinical rehabilitation outcomes.
- To produce information on the efficacy of interventions through the systematic collection of outcomes information in both the inpatient and ambulatory settings.
- To provide annual reports that summarise the Australasian data.

AROC “State of the Nation” inaugural publication



Australian Health
Review
April 2007:
31 Suppl 1:S31-S53



AROC has 5 roles



1. A national data bureau that receives and manages data on rehabilitation services in Australia
2. The national benchmarking centre providing for rehabilitation services
3. The national certification centre for the Functional Independence Measures (FIM)
4. An education, training and research centre for the FIM and other rehabilitation outcome measures
5. A research and development centre that develops research and development proposals and seeks external funding for its research agenda



AROC Coverage

- There are approximately 150 rehabilitation units in Australia, 85 public sector and 65 private sector units
- 135 submitted data to AROC in the 2006 calendar year (73 public sector units, 62 private sector units)
- In 2006 data describing more than 50,500 episodes was submitted to AROC.
- AROC provides analysis of each individual member facility's data for that member, and also compares that data to analysis of the overall sector (public or private), and to the national data.



Introduction

- SNAPshot 3.8 has now been distributed to all facilities in the form an Installation CD
- All data for rehabilitation episodes post 1 July 2007 should be entered using the new version of SNAPshot.
- Prior to upgrading your SNAPshot software to version 3.8, please ensure that;
 - Your AROC data up to the end of June 2007 is submitted.
 - You (or your IT support) know where your current database is stored and make a back-up copy of your database – this is **very** important.....
- We have included the following, very helpful documents on the CD for your reference;
 - SNAPshot Version 3.8: User Manual
 - Using SNAPshot V3.8 to collect the AROC data set
 - SNAPshot reference guide for the AROC data
 - AROC Inpatient Clinical Data Set (V3)
 - AROC data collection proforma
 - Australian Impairment Codes (V1)
 - Guidelines for coding impairments
- If you don't have access to the CD, the documents can also be downloaded from the AROC website;

AROC Coverage



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- In 2006 data describing more than 50,500 episodes was submitted to AROC.
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Outline

- Brief overview of the software
- **SNAPSHOT screens – V3.8 updates**
 - Initial setup screens (Facility, Provider Unit and Ward/team setup)
 - Data entry
 - Patient screen
 - Episode screen
 - Rehab/GEM screen
 - AROC Dataset
 - New review tool
 - Grouping records
 - Ability to group to AN-SNAP version 2 or version 1
- Reports and Extracts
- Submitting Data to AROC
- Troubleshooting
- Questions



Brief overview of the software

- SNAPshot has been developed to incorporate a number of data sets including;
 - SNAP
 - AROC (V3)
 - PCOC (V2)
 - HACC (V1)
 - ACAT (V2)
- The software is password protected (F7 to sign on).
- We recommend that SNAPshot be installed on local PC's with the database saved on a server. This allows for multiple data entry points, IT managed back-up's and increase security of the data.



overview cont...

- The Main screen is broken up into 6 segments;
- 1. **Patient List** - displays the Name, Date of Birth and MRN of each patient.
- 2. **Episode List** – provides a summary of the Episodes that have been opened for the selected patient.
- 3. **Staff List** – provides a summary of staff recorded in SNAPshot
- 4. **Set List** - show all the data sets/subsets contained within SNAPshot.
- 5. **Multi List** - contains various lists depending on the data set currently selected.
- 6. **Edit View** - where information is added, deleted, edited or updated for the various data sets



Patient List

Set List

Multi List

Edit View

Episode
List

Staff List

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)

MRN	PatName	DOB
20000145	Clarke, Libby	06/01/1934
20000326	Kennedy, Martha	05/11/1916
20001278	Belmont, Rosemary	09/05/1904
20001777	Ingham, Jane	22/07/1938
20001784	Chappell, Chris	14/10/1930
20002695	Jensen, Kate	30/04/1918
20004229	Aitchison, Jane	02/09/1940
20004833	Kellett, Joan	11/03/1927
20005249	McCabe, Helen	16/01/1917
20005605	Rossitor, Deidre	25/01/1902
20005629	Shepard, Geraldine	31/10/1912
20006439	Nugent, Nora	29/12/1912
20006489	Knowles, Kay	03/06/1928
20007462	Owens, Jane	15/04/1909
20007612	Gurnea, Elsie	13/01/1926

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	08/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	SttDate	S
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1

Patient

Episode
Clinical
Rehab/GEM
AROC Database
PallCare
PCOC
Maint/RUG
MH
AdultHoNOS
AdultLSP
AdultMHI
ChildMH
SnapClass
PrivRehab
Staff
WardTeam
Members
EpiDOS
StaffDOS
GenTime
Path
Imag
Drug
Equip
AdminStatus
HACCMS
ACAT(AGS)M
ACATMDS2
PatCIARR
EpiCIARR
DVAAss(MDS
DVARev(MD:
System
ProvUnit
Facility
Epi90Day
UserTable
ImpDetail
Import
UserDef

System [1]

Version	System	System	System
3.80	01/01/1999	31/12/2007	

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Patient Details

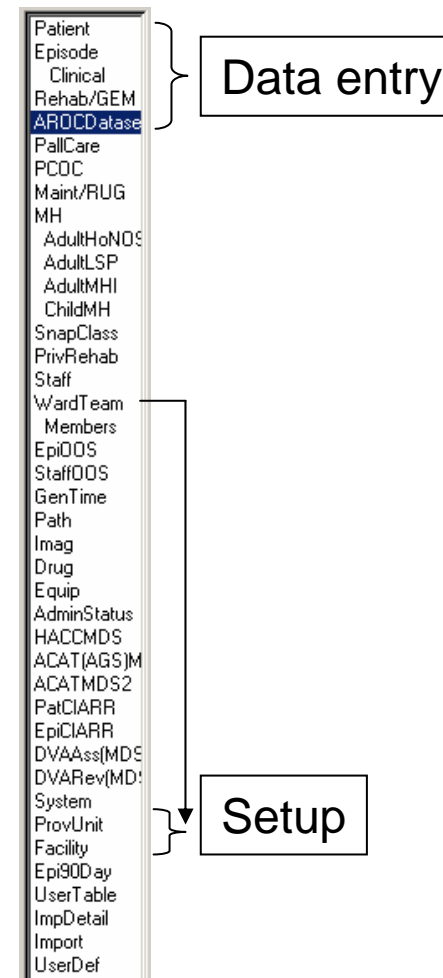
Field	Value
Patient identifier	3
Provider unit	PU1001
Medical record number	20000145
Date of Birth	06/01/1934
Surname	Clarke
Given names	Libby
Sex	2 (Female)
Indigenous status	2 (Torres Strait Islander but not Aboriginal Origin)
Country of birth	1101 (Australia)
Country of Residence	1101 (Australia)
Medicare number	11001718
DVA Number	99998060
DVA card type	2 (Gold Card)
Preferred language	2 (English)
Interpreter required	2 (No)
HACC statistical key	lakib060119342
Migrated (2,3)	
Variable Patient Details:	
Referral date	
Source of referral	2 (Family, significant other, friend)
Previous specialised treatment	3 (Ambulatory treatment only)
Usual Address:	
Address	16 Main St
Address	
Suburb	Westville
State	8 (ACT)
Postcode	2611
Local Government Area	1234
Phone	222661234
Type of usual accommodation prior to admission	1 (Private residence (inc unit in retirement village))
Current Address:	
Current same as Usual	
Address	22 South Rd
Address	
Suburb	Eastville
State	6 (Tas)

start

SNAPS... 2 Mic... Micros... Micros... Univer... SNAPS... 3:33 PM

overview cont...

- The set lists items particularly relevant to the AROC data collection are;
 - Setup operations
 - Facility
 - Provider Unit
 - Ward/Team
 - Data entry
 - Patient screen
 - Episode screen
 - Rehab/GEM screen
 - AROC Dataset



Set-up operations – Facility Screen



SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)

MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Martha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
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20005605	Rossitor,Deidre	25/01/1902
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20006489	Knowles,Kay	03/06/1928
20007462	Owens,Jane	15/04/1909
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909
20009200	Owens,Jackie	24/01/1925
20009313	Vickers,Josie	15/10/1902
20009489	Kane,Kate	19/10/1903
20009812	Armstrong,Gillian	07/05/1940

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	15	08/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StdDate	S
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1

Facility [9]

Facility	Name	AltFacility	EpisPrefix	DefCaseType	DefEpisType	DefCareModel	DefMHServ
B208	St John's	B208	1				
C202	St Mark's	C202	1				
D200	St Paul's	D200	1				
D213	St Rose's	D213	1				
K751	St Fred's	K751	1	1	1	1	1
N204	St Anne's	N204	1				
X123	St Lucy's	X123	1				
X245	St Luke's	X245	1	2	4	1	3
X318	St Mary's	X318	1				

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Facility

Field	Value
Facility	X245
Name	St Luke's
Alternate Facility Code	X245
Episode ID Prefix	1
Default Case Type	2 (Rehabilitation)
Default Episode Type	4 (Community patient)
Default Care Model	1 (Direct care)
Default Mental Health Service	3 (Psychogeriatric)
Default Assessment Type	1 (Medical, with diagnostic pathology and/or imaging)
Default HACC Eligible	
Default Service delivery setting	
Default Funding source	
Default AN-Snap version	2 (AN-Snap 2)
Key	

Facility Screen cont...



- Within the Facility Screen you are able to set default values for the following SNAPshot fields;
 - Case Type – e.g. 2 (rehabilitation)
 - Episode Type – e.g. 1(overnight admitted patient: designated sub/non acute unit)
 - Model of Care
 - Assessment Type
 - Funding source for hospital patient
- When an Episode record is added, these fields will automatically populate. The default value can be overridden for a specific episode if required.



Set-up operations - Ward/Team Screen

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

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Episode [1]

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Staff	StaffName	StaffID	StfDate	S
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1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1

Patient
Episode
Clinical
Rehab/GEM
AROCDatabase
PallCare
PCOC
Maint/RUG
MH
AdultHoNOS
AdultLSP
AdultMHI
ChildMH
SnapClass
PrivRehab
Staff
WardTeam
Members
EpiOOS
StaffOOS
GenTime
Path
Imag
Drug
Equip
AdminStatus
HACCMDS
ACAT(AGS)M
ACATMDS2
PatCIARR
EpiCIARR
DVAAss(MDS)
DVARev(MD)
System
ProvUnit
Facility
Epi90Day
UserTable
ImpDetail
Import
UserDef
Migrate

WardTeam [5]

War	Facility	Code	Name	CC
1	X245	Tm1	Team 1	Ward1
2	X245	Tm2	Team 2	Ward2
3	X245	Tm3	Team 3	Ward3
4	X245	Tm4	Team 4	Ward4
5	X245	Tm5	Team 5	Ward5

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Ward Team List

Field	Value
WardTeamID	1
Facility	X245
Ward / Team code	Tm1
WardTeam Name (description)	Team 1
Cost Centre	Ward1

start

SNAPSHOT 3.80a - [M... Manual38.doc - Micro... SNAPSHOT3.80a CD 16:00

Ward/Team Screen cont...

There are two new data items in the ARC dataset

- Ward identifier
 - Ward name
- Ward/teams are set up in the ward/team screen. This setup function allows facilities to produce their own drop down list for the Ward/Team item in the episode screen.
- This function has been made available for facilities who have more than one ward and wish to identify their data at that level.
- It is not mandatory to collect this item if you have only one ward/team



Data entry – general comments

- SNAPshot is set up with a small number of data items that are required to be entered in order to be able to save a patient and episode record. These items are highlighted in red in the 'edit' area of the main screen.
- In addition to the compulsory SNAPshot items, all data items in the AROC dataset (except Ward/team and the comment field) are compulsory.
- Most screens contain more data fields than those required by the AROC v3 dataset. Non AROC dataset fields do not need to be completed for AROC reporting purposes.
- Facilities may choose to complete additional items such as client names and telephone number for their own information or benefit. These fields will not be extracted or used by AROC.



Data entry – general comments

- There are a number of built in data integrity checks. For example if an episode is recorded as Assessment Only, then the Assessment type is also required to be entered.
- All AROC data items need to be acknowledged, even if the response is 0.
- For example, if during a particular episode of care there were no suspension of treatment days, then '0' should be entered into the 'No of suspension (interruption) days' item, rather than leaving the field blank.

Data entry – Patient Screen



Snapshot 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

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20009489	Kane,Kate	19/10/1903
20009812	Armstrong,Gillian	07/05/1940

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	08/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StfDate	S
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1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1

Patient

Episode Clinical
Rehab/GEM
AROCdase
PallCare
PCOC
Maint/RUG
MH
AdultHoNOC
AdultLSP
AdultMHI
ChildMH
SnapClass
PrivRehab
Staff
WardTeam
Members
EpiDOS
StaffDOS
GenTime
Path
Imag
Drug
Equip
AdminStatus
HACCMDS
ACAT(AGS)M
ACATMDS2
PatCIARR
EpiCIARR
DVAAss(MDS)
DVARev(MD)
System
ProvUnit
Facility
Epi90Day
UserTable
ImpDetail
Import
UserDef
Migrate

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2008

Save Can Add [Def] Group Reset 07/08/2007 1

Patient Details

Field	Value
Patient identifier	3
Provider unit	PU1001
Medical record number	20000145
Date of Birth	06/01/1934
Surname	Clarke
Given names	Libby
Sex	2 (Female)
Indigenous status	2 (Torres Strait Islander but not Aboriginal Origin)
Country of birth	1101 (Australia)
Country of Residence	
Medicare number	11001718
DVA Number	99998060
DVA card type	2 (Gold Card)
Preferred language	2 (English)
Interpreter required	2 (No)
HACC statistical key	lakib060119342
Migrated (2.3)	
Variable Patient Details:	
Referral date	
Source of referral	2 (Family, significant other, friend)
Previous specialised treatment	3 (Ambulatory treatment only)
Usual Address:	
Address	16 Main St
Address	
Suburb	Westville
State	8 (ACT)
Postcode	2611
Local Government Area	1234
Phone	222661234
Type of usual accommodation prior to admission	1 (Private residence (inc unit in retirement village))
Current Address:	
Current same as Usual	
Address	22 South Rd
Address	
Suburb	Eastville
State	6 (Tas)
Postcode	6666



Patient screen cont...

- The 'Patient screen' is generally the first screen to be completed. This is where identifying and demographic information is stored.
- Prior to adding a new patient record it is a good idea to search the patient list to ensure that the patient has not been registered with your facility previously.
- Patients are listed in MRN order by default. To invoke a search by patient name the patient list must first be ordered by name.
- To change patient list order to surname
 1. Click in the Patient List segment and then press the F7 key
 2. Click the 'Sort by Name' button
 3. (Name) will now appear in the caption bar

Sorting the patient list



1. Click anywhere in the Patient List segment

2. Hit the F7 key and this dialogue box appears

3. Click on the Sort by Name button

Snapshot 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

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20009313	Vickers,Josie	15/10/1902
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20009812	Armstrong,Gillian	07/05/1940

Episode [1]

Begin Date	CT	ET	EpisID	EndDate
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Staff[20] (StaffCode)

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1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Parr	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

Patient

Episode
Clinical
Rehab/GEM
AROCDatabase
PallCare
PCOC
Maint/RUG
MH
AdultHoNOS
AdultLSP
AdultMHI
ChildMH
SnapClass
PrivRehab
Staff
WardTeam
Members
EpiDOS
StaffDOS
GenTime
Path
Imag
Drug
Equip
AdminStatus
HACCMDS
ACAT(AGSJM)
ACATMDS2

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

Save Can Add Del Group Reset 24/08/2007 1

Patient Details

Field	Value
Patient identifier	3
Provider unit	PU1001
Medical record number	20000145
Date of Birth	06/01/1934
Surname	Clarke
Given names	Libby
Sex	2 (Female)
Indigenous status	2 (Torres Strait Islander but not Aboriginal Origin)
Country of birth	1101 (Australia)
Country of Residence	1101 (Australia)
Medicare number	11001718
DVA Number	99998060
DVA card type	2 (Gold Card)
Preferred language	2 (English)
Interpreter required	2 (No)
HACC statistical key	lakb060119342
Migrated (2,3)	
Variable Patient	
Referral	
Source of ref	
Previous spe	
Usual Address	
Address	
Suburb	
State	
Postcode	2611
Local Government Area	1234
Phone	222661234
Type of usual accommodation prior to admission	1 (Private residence (inc unit in retirement village))
Current Address	
Current same as Usual	
Address	22 South Rd
Suburb	Eastville
State	6 (Tas)
Postcode	6666
Local Government Area	6111
Phone	12345678
Accommodation Type	2 (Residential aged care, low level care (hostel))
Marital status	2 (widowed)
Occupation of person	1 (Managers, administrators and professionals)
Major income source	2 (Aged Pension)
Funding source for hospital patient	2 (Private health insurance)
Health fund/other payer	1 (ACA Health Benefits Fund)
Fund membership number	123456789
Comments	
Next of Kin	
NOK Name	Jack Jones
NOK Address	16 Main St
NOK Suburb	Westville
NOK Postcode	2611
NOK Phone	222661234
NOK Relationship	2 (husband)

Options - select button below

Sort by MRN
Sort by Name
Sort by HACC Statistical Key
Cancel operation



Searching for a patient

- You are able to search for a patient in the 'Patient list' by surname or by Medical Record Number (MRN).
- The search parameters are based on order the patient list is currently sorted by. The sort order will appear in the Patient list caption bar (Patient [20] **Name** or Patient [20] **MRN**).
- To search for a patient by Name
 1. Click in the Patient List segment
 2. Simply start typing in the family name (the whole name or the first few letters). The letters you type will appear immediately to the right of the of [name] in the caption bar. e.g. type "Owen"
 3. Press the F7 key.
 4. Click on the appropriate button in the Options Window - e.g. "Find name commencing with "Owen" or 'Find first name commencing with "Owen" etc.
- If a patient returns to your facility for a second or subsequent episode of care a new patient record does not need to be created, simply locate the patient in the 'Patient list' and add a new episode record.

Searching for a patient



1. Click in the Patient List area

2. Type the name you would like to search for. The text appears here

3. Hit the F7 key and this options box appears

4. Select the required search option

Patient[20] (Name: Owen)

MRN	PatName	DOB
20002229	Aitchison, Jane	02/09/1940
20009812	Armstrong, Gillian	07/05/1940
20001278	Belmont, Rosemary	09/05/1904
20001784	Chappel, Chris	14/10/1930
20000145	Clarke, Libby	06/01/1934
20007612	Gurley, Elsie	13/01/1926
20001777	Ingham, Jane	22/07/1938
20002695	Jensen, Kate	30/04/1918
20009489	Kane, Kate	19/10/1903
20004831	Kellett, Joan	11/03/1927
20000326	Kennedy, Martha	05/11/1916
20000489	Knowles, Kay	03/06/1928
20006249	McCabe, Helen	16/01/1917
20006439	Nugent, Nora	29/12/1912
20009200	Owens, Jackie	24/01/1925
20007462	Owens, Jane	15/04/1909
20008513	Reid, Lorna	10/09/1909
20009605	Rosstor, Deidre	25/01/1902
20009629	Shepard, Geraldine	31/10/1912
20009313	Vickers, Josie	15/10/1902

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	2	1	7	10/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StfDate	Ses
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cow	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Parr	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

Patient Details

Field	Value
Patient identifier	7
Provider unit	PU1001
Medical record number	20004229
Date of Birth	02/09/1940
Surname	Aitchison
Given names	Jane
Sex	2 (Female)
Indigenous status	2 (Torres Strait Islander but not Aboriginal Origin)
Country of birth	1101 (Australia)
Country of Residence	1101 (Australia)
Medicare number	11006559
DVA Number	99994565
DVA card type	
Preferred langu	
Interpreter requ	
HACC statistics	
Migrated [2.3]	
Variables Patien	
Referral date	
Source of ref	
Previous spe	
Usual Address	
Address	
Suburb	
State	
Postcode	
Local Govern	
Phone	
Type of use	
Current Address:	
Current same as Usual	
Address	22 South Rd
Address	
Suburb	Eastville
State	6 (Tas)
Postcode	6666
Local Government Area	6111
Phone	12345678
Accommodation Type	2 (Residential aged care, low level care (hostel))
Marital status	2 (widowed)
Occupation of person	1 (Managers, administrators and professionals)
Major income source	2 (Aged Pension)
Funding source for hospital patient	2 (Private health insurance)
Health fund/other payer	1 (ACA Health Benefits Fund)
Fund membership number	123456789
Comments	
Next of Kin:	
NOK Name	Jack Jones
NOK Address	16 Main St
NOK Suburb	Westville
NOK Postcode	2611
NOK Phone	222661234
NOK Relationship	2 (husband)

Options - select button below

Current find text: Owen.

Clear find text to enable sort order to be selected by pressing F7.

Find Name commencing with "Owen"

Find first Name containing "Owen"

Find next Name containing "Owen"

Clear find text: Owen

Cancel operation



Searching for a patient

The patient will then be selected in the Patient List.

The Patient details will appear in the edit screen

Snapshot 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (Name : Owen)

MRN	PatName	DOB
20004229	Aitchison, Jane	02/09/1940
20003912	Armstrong, Gillian	07/06/1940
20001278	Belmont, Rosemary	08/05/1904
20001784	Chappell, Chris	14/10/1930
20000145	Clarke, Libby	06/01/1934
20007612	Gurney, Elsie	13/01/1926
20001777	Ingham, Jane	22/07/1938
20002695	Jensen, Kate	30/04/1918
20009489	Kane, Kate	19/10/1903
20004833	Kellett, Joan	11/03/1927
20000326	Kennedy, Martha	05/11/1916
20006489	Knowles, Kay	03/06/1928
20005249	McCabe, Helen	16/01/1917
20006439	Nugent, Nora	29/12/1912
20009200	Owens, Jackie	24/01/1925
20007462	Owens, Jane	15/04/1909
20008519	Reid, Lorna	10/09/1909
20005605	Rossitor, Deidre	25/01/1902
20005629	Shepard, Geraldine	31/10/1912
20009313	Vickers, Josie	19/10/1902

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	2	1	11	04/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StdDate	Ses
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Parr	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

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Patient Details

Field	Value
Patient identifier	11
Provider unit	PU1001
Medical record number	20009200
Date of Birth	24/01/1925
Surname	Owens
Given names	Jackie
WardTeam	2 (Female)
Sex	2 (Torres Strait Islander but not Aboriginal Origin)
Indigenous status	1101 (Australia)
Country of birth	1101 (Australia)
Country of Residence	11001318
Medicare number	99991080
DVA Number	2 (Gold Card)
DVA card type	2 (English)
Preferred language	2 (No)
Interpreter required	wesac240119252
HACC statistical key	
Migrated (2, 3)	
Variable Patient Details:	
Referral date	
Source of referral	2 (Family, significant other, friend)
Previous specialised treatment	3 (Ambulatory treatment only)
Usual Address:	
Address	16 Main St
Address	
Suburb	Westville
State	8 (ACT)
Postcode	2611
Local Government Area	1234
Phone	222661234
Type of usual accommodation prior to admission	1 (Private residence (inc unit in retirement village))
Current Address:	
Current same as Usual	
Address	22 South Rd
Address	
Suburb	Eastville
State	6 (Tas)
Postcode	6666
Local Government Area	6111
Phone	12345678
Accommodation Type	2 (Residential aged care, low level care (hostel))
Marital status	2 (Widowed)
Occupation of person	1 (Managers, administrators and professionals)
Major income source	2 (Aged Pension)
Funding source for hospital patient	2 (Private health insurance)
Health fund/other payer	1 (ACA Health Benefits Fund)
Fund membership number	123456789
Comments	
Next of Kin:	
NOK Name	Jack Jones
NOK Address	16 Main St
NOK Suburb	Westville
NOK Postcode	2611
NOK Phone	222661234
NOK Relationship	2 (husband)

V3.8 Changes – Patient Screen

- A new item called 'Country of residence' has been added to the patient screen. This item is only required to be completed by New Zealand Facilities
- The item 'Indigenous status' has been amended to include a separate code set for New Zealand facilities.
- The set list of health funds/other payers has been updated.

Data entry - Episode screen



- The Episode Screen contains information specific to that episode of care, some of the information is mapped (copied) from the Patient screen.
- To add a new Episode Record
 - Highlight the required patient in the **Patient List**
 - Select the '**Episode**' data set from the '**Set List**'. The 'Episode Admin Details' Screen will now be displayed in the 'Edit View'.
 - Click on '**Add**' — a new Episode Record will be opened in the 'Edit View'.
 - Once saved, this episode will appear in the Episode List



Episode screen cont...

- Patient variable data (address & NOK) are automatically copied from the selected episode when you add a new episode.
- All AROC data should be entered into SNAPshot before the 'Episode end date' is entered and all data integrity errors corrected.



Episode Screen cont...

1. Patient selected in Patient list

2. Enter or amend details and save the record

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)

MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Martha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
20002695	Jensen,Kate	30/04/1918
20004229	Aitchison,Jane	02/09/1940
20004833	Kallett,Joan	11/03/1927
20005249	McCabe,Helen	16/01/1917
20005605	Rossitor,Deirdre	25/01/1902
20005629	Shepard,Geraldine	31/10/1912
20006439	Nugent,Nora	29/12/1912
20006489	Knowles,Kay	03/06/1928
20007462	Owens,Jane	15/04/1908
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909
20009200	Owens,Jackie	27/01/1925
20009313	Vickers,Josie	15/10/1902
20009489	Kane,Kate	19/10/1903
20009812	Armstrong,Gillian	07/05/1940

Episode [1]

RegDate	CT	ET	EpisID	EndDate
01/01/2000	1	3		08/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StdDate	Ses
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Par	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

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Episode Admin Details

Field	Value
Provider unit	PU1001
Medical record number	20000145
Date of Birth	06/01/1934
Facility	X245
Episode begin date	01/01/2000
Case type	1 (Palliative Care)
Episode identifier	1 (Overnight admitted patient designated sub/non-acute unit)
Assessment only	3
Assessment type	2 (No)
Mode of episode start	1 (Medical, with diagnostic pathology and/or imaging)
Type of usual accommodation prior to admission	1 (Admitted from usual accommodation)
Support provided prior to admission	1 (Private residence (inc unit in retirement village))
Imag	1 (Lives alone (no support/care provided))
Model of care	1 (Direct care)
Episode flag	
Episode end date	08/01/2000
Mode of episode end	1 (Discharged to usual accommodation)
Accommodation post-discharge	1 (Private residence (inc unit in retirement village))
Support provided at episode end	1 (Lives alone (no support/care provided))
Mental health service	2 (Adult)
Provider type	5 (Multidisciplinary)
Sole practitioner	2 (No)
First episode	2 (No)
Compensable status	2 (Non-compensable)
Leave days	
Suspension (interruption) days	
Num of occurrences - treatment suspensions	
Was suspension unplanned	1 (Yes)
Episode number	654321
Episode sequence number	1
HACC Eligible	1 (Yes)
Include in ACAP MDS	1 (Yes)
DOHRS Finance Class	1 (Eligible, non-chargeable)
Length of stay	5
Team/service data:	
Case manager	Tommy Quango
Team/ward (Old)	84
Ward/Team	
Consultant	ReversJ
Usual living arrangements - Beg	2 (Lives with family)
Usual living arrangements - End	2 (Lives with family)
AN-Snap Version	1 (AN-Snap 1)
Variable Patient Details:	
Referral date	
Source of referral	2 (Family, significant other, friend)
Previous specialised treatment	3 (Ambulatory treatment only)
Address	16 Man St
Suburb	Westville
State	8 (ACT)
Postcode	2611
Local Government Area	1234
Phone	222661234
Country of Residence	1101 (Australia)

Start | SNAPshot 3.80a - [Main: Provider Unit: PU1001; Facility: X245] | Microsoft PowerPoint - [S...] | SNAPshot 3.8 AROC guid... | Manual38 - Microsoft Word | 11:40 PM

V3.8 Changes – Episode Screen

- Two new items called 'Support provided prior to admission' and 'Support provided at episode end' have been added to the episode screen. These replace
- ... the items 'Usual living arrangements – episode beginning' and 'Usual living arrangements – episode end' which have been moved to the Episode screen
- The 'Episode type' item has been amended to allow overnight admitted patients in designated and non-designated sub/non-acute units to be separately identified.

V3.8 Changes – Episode Screen

- The item 'interruption days' has been re-named to 'suspension (interruption) days'.
- A new item called 'Number of occurrences – treatment suspensions' has been added to the Episode screen.
- The item 'Reason for program interruption' has been moved to the Episode screen and re-named to 'Was suspension unplanned ?'

V3.8 Changes – Episode Screen

Episode Screen cont..

- To accommodate New Zealand facilities who have now joined AROC;
 - The item 'type of usual accommodation prior to admission' has been amended to include a separate code set for New Zealand facilities.
 - The item 'accommodation post discharge' has been amended to include a separate code set for New Zealand facilities.
 - The item 'Funding source for hospital patient' has been amended to include a separate code set for New Zealand facilities



Data entry – Rehab/GEM screen

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)

MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Martha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
20002695	Jensen,Kate	30/04/1918
20004229	Aitchison,Jane	02/09/1940
20004833	Kelleit,Joan	11/03/1927
20005249	McCabe,Helen	16/01/1917
20005605	Rosstior,Deidre	25/01/1902
20005629	Shepard,Geraldine	31/10/1912
20006439	Nugent,Nora	29/12/1912
20006489	Knowles,Kay	03/06/1928
20007462	Owens,Jane	15/04/1909
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909
20009200	Owens,Jackie	24/01/1925
20009313	Vickers,Josie	15/10/1902
20009489	Kane,Kate	19/10/1903
20009812	Armstrong,Gillian	07/05/1940

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	08/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StfDate	Ses
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Parr	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

EpiFIM [1]

EpisID: 3 RevDate: 01/01/2000

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Rehab/GEM Details

Field	Begin	End
Episode identifier	3	
Review date	01/01/2000	
Impairment code	1.2 (Right Body Involvement (Left Brain))	
Integer part of impairment	1	
FIM Motor:		
Eating	3 (Moderate contact assistance)	2 (Maximal contact assistance)
Grooming	4 (Minimal contact assistance)	1 (Total contact assistance)
Bathing	3 (Moderate contact assistance)	3 (Moderate contact assistance)
Dressing upper body	4 (Minimal contact assistance)	2 (Maximal contact assistance)
Dressing lower body	5 (Supervision or setup)	2 (Maximal contact assistance)
Toileting	3 (Moderate contact assistance)	2 (Maximal contact assistance)
Bladder management	4 (Minimal contact assistance)	1 (Total contact assistance)
Bowel management	3 (Moderate contact assistance)	3 (Moderate contact assistance)
Transfer - bed/chair	4 (Minimal contact assistance)	2 (Maximal contact assistance)
Transfer - Toilet	5 (Supervision or setup)	2 (Maximal contact assistance)
Transfer - Tub	3 (Moderate contact assistance)	2 (Maximal contact assistance)
Walk/wheel chair	4 (Minimal contact assistance)	1 (Total contact assistance)
Stairs	3 (Moderate contact assistance)	3 (Moderate contact assistance)
FIM motor total	48	26
FIM Cognition:		
Comprehension	4 (Minimal contact assistance)	2 (Maximal contact assistance)
Expression	5 (Supervision or setup)	2 (Maximal contact assistance)
Social interaction	3 (Moderate contact assistance)	2 (Maximal contact assistance)
Problem solving	4 (Minimal contact assistance)	1 (Total contact assistance)
Memory	3 (Moderate contact assistance)	3 (Moderate contact assistance)
FIM cognition total	19	10
FIM total	67	36
Date FIM assessed	01/01/2000	01/01/2000
Date rehab care plan established	01/01/2000	
Date discharge care plan established	01/01/2000	
O/P Care plan est-7 days prior disch	1 (Yes)	
Com/DR Care plan est-7 days prior disch	2 (No)	
FIM Motor Goal	22	
FIM Cognition Goal	12	
Barthel		
Barthel score	25	20
Barthel maximum score	100	100

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Rehab/GEM Screen cont...

- Information on the client's impairment and their Functional Independence Measures (FIM) are recorded in the Rehab/GEM screen.
- For rehab episodes, a patient can now be reviewed and have an AN-SNAP class assigned without needing to end the episode. In previous versions of the AROC dataset an episode had to be ended with a 90 day review and a subsequent episode started with a 90 day review.
- To enter a functional review, enter the end FIM scores for the current review period, then press the Add button on the Rehab/GEM screen. The end FIM scores of the earlier review date are copied to become the begin FIM scores for this review period. Enter the 'review date' for the patient in order to save the record.
- The AROC extract takes the Begin FIM of the first review and the End FIM of the last review.



Rehab/GEM Screen cont...

- The list of Impairment codes has been updated to incorporate the results of a recent review of this code set.
- To assist with the Australian Health Care Agreement reporting requirements, the following items have been added;
 - ‘Outpatient (O/P) care plan established 7 days prior discharge’
 - ‘Community/Outreach (Com.OR) plan established 7 days prior discharge’



Data entry – AROC Dataset screen

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)

MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Mattha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
20002695	Jensen,Kate	30/04/1918
20004229	Aitchison,Jane	02/09/1940
20004833	Kellett,Joan	11/03/1927
20005249	McCabe,Helen	16/01/1917
20005605	Rossiter,Deirdre	25/01/1902
20005629	Shepard,Geraldine	31/10/1912
20006439	Nugent,Nora	29/12/1912
20006489	Knowles,Kay	03/06/1928
20007462	Owens,Jane	15/04/1909
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909
20009200	Owens,Jackie	24/01/1925
20009313	Vickers,Josie	15/10/1902
20009489	Kane,Kate	19/10/1903
20009812	Armstrong,Gillian	07/05/1940

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	08/01/2000

Staff[20] (StaffCode)

Staff	StaffName	StaffID	SHDate	Ses
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Parr	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

Save Can Add Del Group Reset 26/08/2007 1

AROC Data Set

Field	Value
Episode identifier	3
Employment status	2 (Not employed)
First admission for this impairment	2 (No)
Was impairment the result of trauma?	1 (Yes)
Existing comorbidity	1 (Yes)
Comorbidity 1	3 (Atrial fibrillation)
Comorbidity 2	2 (Cardiac failure)
Comorbidity 3	1 (Ischaemic heart disease)
Comorbidity 4	8 (Depression)
Complication interfering with Rehabilitation - 1	1 (No Complications)
Complication interfering with Rehabilitation - 2	2 (UTI)
Complication interfering with Rehabilitation - 3	3 (Pressure ulcer)
Complication interfering with Rehabilitation - 4	4 (Wound infection)
Date of relevant acute admission	27/12/1999
Time since onset	9 (unknown)
Comment	Everything is fine.
Mapped fields:	
Establishment identifier	X245
Establishment name	St Luke's
Ward Identifier	
Medical record number	20000145
Date of birth	06/01/1934
Sex	2 (Female)
Indigenous status	2 (Torres Strait Islander but not Aboriginal Origin)
State	8 (ACT)
Post code	2611
Country of Residence	1101 (Australia)
Type of usual accommodation prior to admission	1 (Private residence (inc unit in retirement village))
Support provided prior to admission	1 (Lives alone (no support/care provided))
Funding source for hospital patient	2 (Private health insurance)
Health fund/payer	1 (ACA Health Benefits Fund)
Need for Interpreter Service	2 (No)
Episode begin date	01/01/2000
Mode of episode start	1 (Admitted from usual accommodation)
Assessment only	2 (No)
Leave days	
Suspension (interruption) days	
Num of occurrences - treatment suspensions	
Was suspension unplanned	1 (Yes)
Episode end date	08/01/2000
Mode of episode end	1 (Discharged to usual accommodation)
Accommodation post-discharge	1 (Private residence (inc unit in retirement village))
Support provided at episode end	1 (Lives alone (no support/care provided))
AROC impairment code	8 (Sensory preserved)
FIM cognition begin sub-scale	19
FIM cognition end sub-scale	10
FIM motor begin sub-scale	48
FIM motor end sub-scale	26
Date FIM assessed - Beg	01/01/2000
Date FIM assessed - End	01/01/2000
Date rehab care plan established	01/01/2000
Date discharge care plan established	01/01/2000

Start Removable Disk (E:) Microsoft PowerPoint - ... SNAPSHOT 3.8 AROC g... WebMail - Corporate E... SNAPSHOT 3.80a - ... 5:08 PM



AROC Dataset screen cont...

- It is now compulsory to create an AROC dataset record before ending overnight (episode type 1) rehabilitation (case type 2) episodes. SNAPshot will not allow an episode end date to be entered until an AROC dataset record has been completed.
- Four new items called 'Complication interfering with rehabilitation' have been added to the AROC Dataset screen.
- A new item called 'Time since onset' replaces the previous item 'Date of onset of impairment'.
- A new item called 'Date of relevant acute admission' has been added to the AROC Dataset screen.

AROC Dataset screen cont..

- The code set for the 'employment status' item has been amended.
- A new item called 'Was impairment the result of trauma?' has been added to the AROC Dataset screen.
- The list of comorbidities has been updated
- The ASIA impairment scale has been moved to the clinical screen and is no longer included in the AROC dataset.

Grouping Episodes

- The SNAP grouping functions have been upgraded to allow episodes to be grouped to either AN-SNAP Version 1 or AN-SNAP Version 2.
- To assign an AN-SNAP class to each episode of care you can use the inbuilt grouper tool.
- Individual episodes of care can be grouped by the SnapClass dataset and clicking on the [Group] button .
- To bulk group all episodes in the database hold down the <shift> key and click on the [Group] button, then select [Bulk group all episodes/phases in the databases]. In this case SNAPshot asks if you would like to group to Version 1 or Version 2 AN-SNAP classes

1. Hold the shift key and click the group button

2. Select the Bulk group option

3. The select version of AN-snap you wish to use

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Martha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
20002695	Jensen,Kate	30/04/1918
20004229	Aitchison,Jane	02/09/1940
20004833	Kellett,Joan	11/03/1927
20005249	McCabe,Helen	16/01/1917
20005605	Rossitor,Deidre	25/01/1902
20005629	Shepard,Geraldine	31/10/1912
20006439	Nugent,Nora	29/12/1912
20006489	Knowles,Kay	03/06/1928
20007462	Owens,Jane	15/04/1909
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	08/01/2000

Staff	StaffName	StaffID	StDate	Se
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindeman	17	01/01/2000	1

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

Save Can Add Del Group Reset 07/08/2007 1

Field	Begin	End
AN-Snap Version	2 (AN-Snap 2)	
SNAP class		
SNAP grouper status		
MH-CASC class		
Episode Cost Weight		

Options - select button below

Do you want to group the current episode, bulk group or run the test data

Group this record

Bulk group the currently selected Facility

Bulk group all episodes/phases in the database

Batch process the 'GroupData.txt' file in the database folder

Cancel operation

HoNOS total	22
Overactive	2 (mild problem but definitely present)
Problems with ADL	3 (moderately severe problem)
Focus of care	2 (Functional gain)
HoNOS 5 total	7
HoNOS 10 total	15
LSP 13 total	32
CGA total	5
Mental health legal status	2 (Voluntary)
Behaviour	1 (Occasional quarrelling, etc., but
School attendance	1 (Slight problems, e.g. late for one or two
HoNOSCA begin total	21
Factors affecting health total	3
Maintenance type	1 (Convalescent)
RUG total	8
Diagnosis 1	12345
Episode end date	08/01/2000

Options - select button below

Which version of AN-Snap - 1 or 2?

NOTE All grouped records will have the AN-Snap Version field set to the selected version.

Group to AN-Snap 1

Group to AN-Snap 2

Cancel operation

Grouping Episodes cont....



- SNAPshot defaults to the version 2 AN-SNAP classes unless you specify within the facility screen to use version 1 AN-SNAP classes or select via the bulk group option.



SNAPshot Reports

- There are a several standard reports that can be run to assist facilities to ensure that the data entered is of a high standard.
- **Report 25. Suspect age (not 14-100) Report** – this shows those patients where their age at the time of the episode was younger than 14 or older than 100, whilst it is possible that this is correct it may highlight records that have an incorrect DOB.
- **Report 27. Missing AROC Fields Report** – This report lists each episode, with an end date in the last 12 months, that has AROC data items missing. This report lists the number of AROC data items not completed, and then names each of the missing fields.



SNAPshot Reports

- **Report 19. Database Summary** – this provides a count of the different records held in the database as well as a list (identified by MRN) of those records which appear to be incomplete as a result of the following potential problems;
 - Episode greater than 90 days or missing an end date
 - Patient details without any episode data
 - those records where the DOBs are the same (the majority of these will be simply people who share a birth date, however it may highlight instances where two medical record numbers have been issued to the same patient)
 - those records with the same MRN but with different DOBs (which could be the result of a clerical error on data entry)
 - a list of Ungroupable episodes.
- Prior to running this report you should first bulk group all the records in the database, as this will ensure that the report reflects the current data.



SNAPshot Reports

- **The AROC Patient data** report has been removed. An alternative to this report is to print the full AROC dataset for a patient or group of patients.

Printing AROC patient data



1. Hit the F8 key to invoke the printing options dialogue box

2. Select this option to print each patient summary

The screenshot shows the AROC patient data interface. On the left is a vertical menu with various patient categories. The 'AROCData' option is highlighted. The main window displays 'System [1]' with fields for Version (3.80), SysBeg (01/01/1999), and SysEnd (31/12/2007). Below this are buttons for Save, Can, Add, Del, Group, and Reset, along with a date field (08/08/2007) and a page number (1). The 'AROC Data Set' table lists fields and their values: Episode identifier (3), Employment status (2 (Not employed)), First admission for this impairment (2 (No)), Was impairment the result of trauma? (1 (Yes)), and Existing comorbidity (1 (Yes)). An 'Options - select button below' dialog box is open, showing a 'Select Print Option' field and five buttons: Print Preview, Write to Report.html, Append to Report.html, Specify HTML file (c:\Snapshot\Report.html), and Page/Printer setup. The 'Print Preview' button is highlighted. The bottom of the screen shows a table with columns for Sex (2 (Female)) and Indigenous status (2 (Torres Strait Islander but not Aboriginal Origin)).

Field	Value
Episode identifier	3
Employment status	2 (Not employed)
First admission for this impairment	2 (No)
Was impairment the result of trauma?	1 (Yes)
Existing comorbidity	1 (Yes)

Sex	Indigenous status
2 (Female)	2 (Torres Strait Islander but not Aboriginal Origin)

Printing AROC patient data



- If you select the **Print Preview** option the rows selected will be displayed in the print preview screen. If no rows are marked, all rows will be displayed. You can choose to print all pages by pressing the printer icon, a range of pages or the current page.
- You can mark rows in a list by clicking on the record indicator (the grey box at the left of each row of data). To mark a continuous block, click on the first row, hold down the Shift key and click on the last row. To mark/unmark individual rows selectively, hold down the Ctrl key and click on the relevant record indicators.
- Caution: if you want to exit the print preview window without printing, use the File:Exit menu option (or press Alt-F4) to quit the window rather than pressing the 'X' in the top right hand corner. On some versions of Windows, pressing the 'X' can cause Snap to lock up. If the system locks under Windows 95/98, you will need to press Ctrl-Alt-Del, select SNAPshot, and then press the End Task button to quit Snap.



AROC Extract

- This report produces a fixed format ASCII file that comprises the version 3 AROC data set to be submitted to AROC.
- To create the AROC Inpatient Extract;
 1. Press Shift-F8.
 2. Select item 57. AROC Inpatient Extract from the list of reports,
 3. Enter your Facility Code and then press Generate Report.
- Please note that 'from' and 'to' dates should not be selected when creating the AROC Inpatient Extract.



AROC Extract

- A text file named "AROCFacilityNameYYYYMMDDV3.8x.txt" will be produced where facility-name is the name as entered in the Facility screen and YYYYMMDD is today's date (the day the extract is created). Do not change the name of the file created by SNAPshot.
- The AROC Inpatient Extract text file is written into the extract folder. The default destination for SNAP extracts has been changed to c:\SnapExtract.
- The file can now be uploaded to AROC via AROC Online Services (AOS).

AROC Extract



1. Hit Shift F8 to open the report menu

2. Select Extract 57: AROC Inpatient Extract

3. Enter the facility code

4. Click the Generate report button

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)

MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Martha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
20002695	Jensen,Kate	30/04/1918
20004229	Aitchison,Jane	02/09/1940
20004833	Kellett,Joan	11/03/1927
20005249	McCabe,Helen	16/01/1917
20005666	Ross,Deirdre	25/01/1902
20005629	Shepard,Gerardine	31/10/1912
20006439	Nugent,Nora	29/12/1912
20006489	Knowles,Kay	03/06/1928
20007462	Dwens,Jane	15/04/1909
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909
20009200	Owens,Jackie	24/01/1925
20009312	Vickers,Josie	15/10/1902
20009489	Kane,Kate	19/10/1903
20009812	Armstrong,Gillian	07/05/1940

Episode [1]

BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	

Staff[20] (StaffCode)

Staff	StaffName	StaffID	StdDate	Ses
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Amisage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lindsay	17	01/01/2000	1
1017	Parr	18	01/01/2000	1
1018	Barrett	19	01/01/2000	1
1019	Shipton	20	01/01/2000	1

Patient
Episode
Clinical
Rehab/GEM
AROC Data Set
PallCare
Main/RUG
MH
AdultHoNOC
AdultLSP
AdultMHI
ChildMH
SnapClass
Existing comorbidity

System [1]

Version	SysBeg	SysEnd
3.80	01/01/1999	31/12/2007

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AROC Data Set

Field	Value
Episode identifier	3
Employment status	2 (Not employed)
First admission for this impairment	2 (No)
Was impairment the result of trauma?	1 (Yes)
Existing comorbidity	1 (Yes)

Snap Report

Report DB: c:\SnapShot\RepDB.mdb Compact...

Extract Folder: c:\SnapExtract

Reports

- 18. LSP Change
- 19. Database Summary
- 20. Staff Listing
- 21. 10 Most Common SNAP Classes
- 22. ACAP MDS V2 Report 1
- 23. ACAP MDS V2 Report 2
- 24. ACAP MDS V2 Report 3
- 25. Suspect Age (not 14-100) Report
- 26. Cost Weight Report
- 27. Missing AROC Fields Report
- EXTRACTS
- 51. VRP Data (Extract)
- 52. ACAT AGS MDS (Extract)
- 53. ACAT MDS 2 (Extract)
- 54. FIM Listing (Extract)
- 55. AN-SNAP HCP Summary (Extract)
- 56. HIE Extract
- 57. AROC Inpatient Extract
- 58. HAC MDS (Extract)
- 59. PCOC Extract
- HACC REPORTS
- 71. HACC Main interview/OOS/mins
- 72. HACC Age group/sex/minutes
- 73. HACC Client/Country of birth
- 74. HACC Client/Country of birth

Selection criteria

ProvUnit: Facility: X245 MRN: On/after BegDate Include no end date

From (Sepn Date): To (Sepn Date):

Case Type: Epis Type: Health Fund: Hospital Provider No.: Resub Disk: Data Coll. ID: Agency:

Ward/Team: Consultant: Case Manager:

Generate Report Exit

Num of occurrences - treatment suspensions

Was suspension unplanned	1 (Yes)
Episode end date	
Mode of episode end	1 (Discharged to usual accommodation)
Accommodation post-discharge	1 (Private residence (inc unit in retirement village))
Support provided at episode end	1 (Lives alone (no support/care provided))
AROC impairment code	8 (Sensory preserved)
FIM cognition begin sub-scale	19
FIM cognition end sub-scale	10
FIM motor begin sub-scale	48
FIM motor end sub-scale	26
Date FIM assessed - Beg	01/01/2000
Date FIM assessed - End	01/01/2000
Date rehab care plan established	01/01/2000
Date discharge care plan established	01/01/2000

Start Microsoft PowerPoint - [S...] SNAPSHOT 3.80 AROC guid... WebMail - Corporate Editi... Manual38 - Microsoft Word SNAPSHOT 3.80a - [Ma... 7:22 PM



Submitting your AROC data

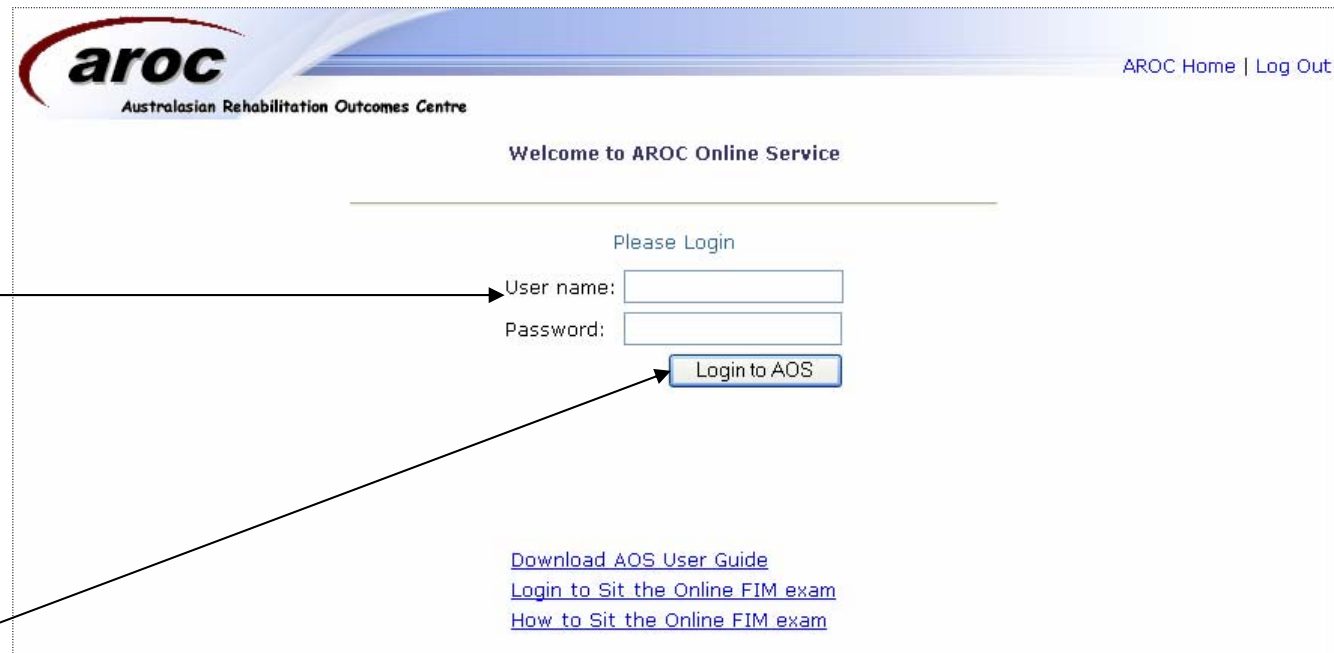
- The AROC data extract is submitted to AROC using AROC Online Services (AOS), for which you will need your facility's UserName and Password.
- AROC Online Services (AOS) is a secure web-based system that provides automated online data audit and submission, and reporting to members of AROC.
- When your data is submitted via AROC online services, an error check is run on all data and an acknowledgment email with an audit report attached is sent to the provided email addresses.
- The audit email is your confirmation that AROC has received your data.

AROC Online Services



Enter your
User name &
Password

Click on the
Login button

A screenshot of the AROC Online Service login page. The page has a blue header with the AROC logo and the text "Australasian Rehabilitation Outcomes Centre". In the top right corner, there are links for "AROC Home" and "Log Out". The main content area is white and contains the text "Welcome to AROC Online Service". Below this, there is a section titled "Please Login" with two input fields: "User name:" and "Password:". A blue button labeled "Login to AOS" is positioned below the password field. At the bottom of the page, there are three links: "Download AOS User Guide", "Login to Sit the Online FIM exam", and "How to Sit the Online FIM exam". Two arrows point from the text on the left to the login fields and button: one from "Enter your User name & Password" to the input fields, and another from "Click on the Login button" to the "Login to AOS" button.

AROC Online Services



Once logged onto AROC Online Service, select the "Upload Data" option

A screenshot of the AROC Online Service web interface. The page has a blue header with the AROC logo and the text "Australasian Rehabilitation Outcomes Centre". On the right of the header, there are links for "AROC Home" and "Log Out". Below the header, there is a navigation menu on the left with links for "Home", "Upload Data", "Download Report", "Return AROC", and "User Manual". The "Upload Data" link is highlighted with a red arrow pointing to it from the text on the left. The main content area has a title "AROC Online Service" and "Version 2.0". It includes a welcome message, a section titled "What is AROC Online Service (AOS)?" with a description and a list of benefits, and a section titled "Brief instruction to services:" with a brief instruction and a list of services available for users.

AROC Home | Log Out

AROC Online Service Version 2.0

Facility: Anywhere Hospital

Welcome to AROC Online Service. If you are new to this system, this first page will give you a brief introduction to this system.

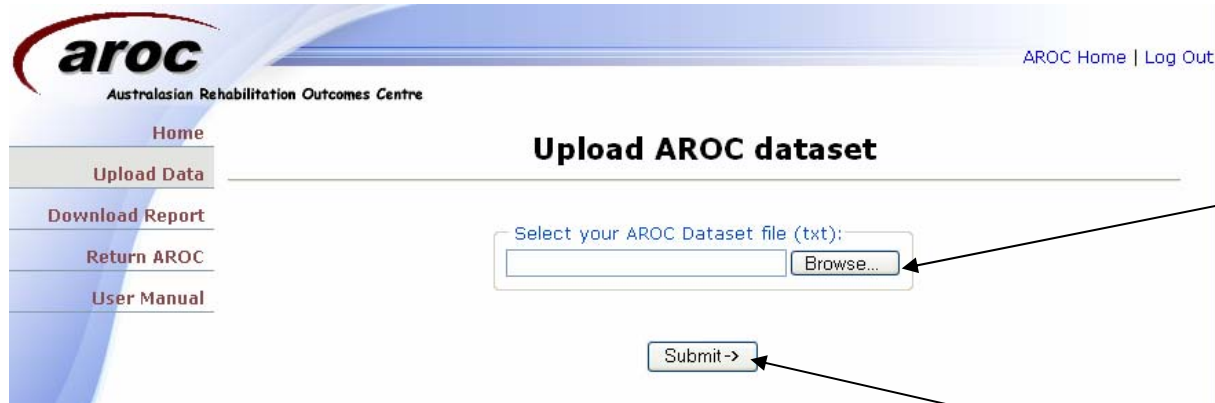
What is AROC Online Service (AOS)?
AROC Online Service is a web-based system which provides online automatic services for facilities and payers that are members of AROC.
We aim to automate the data audit, submission and reporting processes, thereby:

- Saving time
- Increasing working efficiency
- Reduce errors

Brief instruction to services:
You can simply click on one of the left menu's button at anytime to access the corresponding service.

- Services available for you:

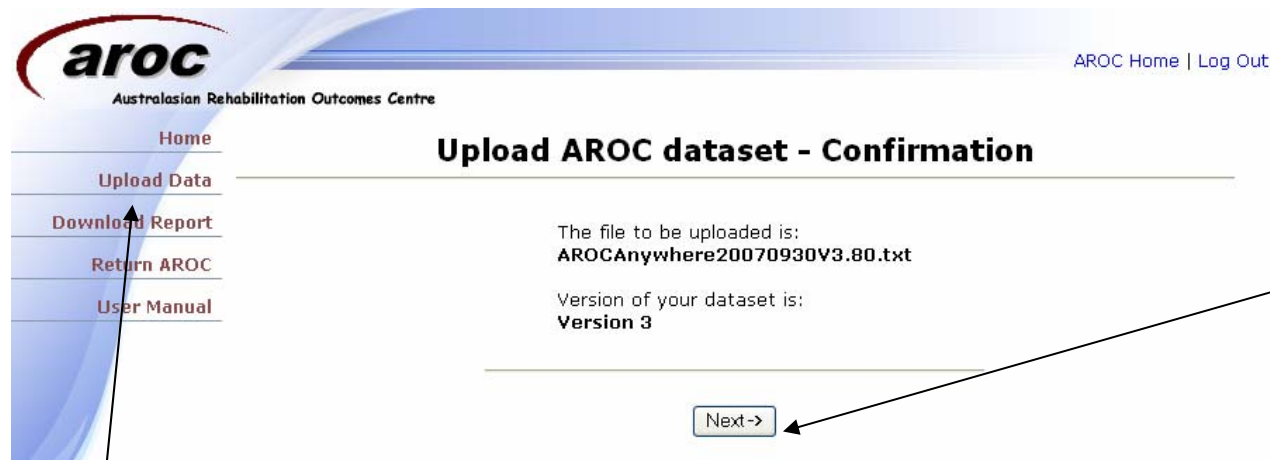
AROC Online Services

The screenshot shows the AROC website interface. At the top left is the AROC logo and the text "Australasian Rehabilitation Outcomes Centre". At the top right are links for "AROC Home" and "Log Out". On the left side, there is a vertical menu with links: "Home", "Upload Data", "Download Report", "Return AROC", and "User Manual". The main content area is titled "Upload AROC dataset". Below this title, there is a text input field with the placeholder text "Select your AROC Dataset file (txt):". To the right of this field is a "Browse..." button. Below the input field and button is a "Submit->" button. Two arrows point from the right side of the image to the "Browse..." and "Submit->" buttons, with accompanying text explaining the steps.

Click on the
Browse button and
select the file that
is your most
current AROC
extract

click submit

AROC Online Services



If the file selected is correct press the <Next> button.

If the file selected is incorrect press the <upload data> button on the main menu to return to the Upload AROC dataset screen

AROC Online Services



Check the email address listed is from AROC for this data submission.

Click <email audit report and submit the data> button to submit your data to the AROC database.

The screenshot shows the AROC online services interface. The header includes the AROC logo and the text "Australasian Rehabilitation Outcomes Centre". The top right corner has links for "AROC Home" and "Log Out". The left sidebar contains a menu with "Home", "Upload Data", "Download Report", "Return AROC", and "User Manual". The main content area displays a message: "CONGRATULATIONS - no errors were found in your submitted data." Below this, a red heading states "Your data have not yet been submitted to AROC." followed by the instruction "Please confirm the email address to send the audit email to:". A form field contains the email address "here@anywhere.com.au". Below this are three optional fields for "additional email address 1 (optional)", "additional email address 2 (optional)", and "additional email address 3 (optional)". A button labeled "email audit report and submit the data" is highlighted. At the bottom, a note says: "Change the email address if not corrected, or add extra email addresses to receive the data audit. When email address is correct please click the 'email audit report and submit the data' button for your data to be submitted to AROC."



Audit Report

- Once you have submitted your data you will receive an acknowledgment email from AROC with a data audit report as an attachment
- The audit report lists errors and potential errors that have been found in your data. There are 2 types of errors:
- Red errors
 - Date errors (formatting)
 - Invalid code
 - Missing data
- Blue errors
 - Crosschecks
- In v3.8 SNAPshot, as a data quality improvement strategy, many more errors have been designated red
- If your data has any red errors it will not be able to be submitted to AROC. You will need to correct your data to remove all red errors and then resubmit



Troubleshooting.

- **Help, I have logged onto SNAPshot, but all my patients have disappeared!!!!**
- Don't panic – this is almost always the simplest problem to fix.
- All that is required to correct this problem is to Reset the Facility and Provider Unit SNAPshot should be looking at.
- To do this, simply;
 - Select Facility in the set list and then click on Reset
 - Select ProvUnit in the set list and click Reset again,
- At this point your data should 'magically' reappear,

Resetting Facility



1. Select Facility

SNAPSHOT 3.80a - [Main: Provider Unit: PU1002; Facility: X318]

File Edit

Patient[0] (MRN)

MRN	PatName	DOB
-----	---------	-----

Episode [0]

BegDate	CT	ET	EpisID	EndDate
---------	----	----	--------	---------

Staff[0] (StaffCode)

Staff	StaffName	StaffID	StfDate	Sec
-------	-----------	---------	---------	-----

Patient
Episode
Clinical
Rehab/GEM
AROCDatabase
PallCare
PCOC
Maint/RUG
MH
AdultHoNOS
AdultLSP
AdultMHI
ChildMH
SnapClass
PrivRehab
Staff
WardTeam
Members
EpiDOS
StaffDOS
GenTime
Path
Imag
Drug
Equip
AdminStatus
HACCMDS
ACAT[AGS]M
ACATMDS2
PatCIARR
EpiCIARR
DVAAss[MDS
DVARev[MD
System
ProvUnit
Facility
Epi90Day
UserTable
ImpDetail
Import
UserDef

Facility [9]

Facility	Name	AltFacility	EpisPrefix	DefCaseType	DefEpisType	DefCareModel	DefMHSer
X245	Anywhere Hospital	X245	1	2	4	1	3

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Facility

Field	Value
Facility	X245
Name	Anywhere Hospital
Alternate Facility Code	X245
Episode ID Prefix	1
Default Case Type	2 (Rehabilitation)
Default Episode Type	4 (Community patient)
Default Care Model	1 (Direct care)
Default Mental Health Service	3 (Psychogeriatric)
Default Assessment Type	1 (Medical, with diagnostic pathology and/or imaging)
Default HACC Eligible	
Default Service delivery setting	
Default Funding source	
Default AN-Snap version	2 (AN-Snap 2)
Key	

2. Click on the reset button

Resetting Provider Unit



1. Select ProvUnit

SNAPSHOT 3.80a - [Main: Provider Unit: PU1002; Facility: X245]

File Edit

Patient[0] (MRN)		
MRN	PatName	DOB

Episode [0]				
BegDate	ST	ET	EpisID	EndDate

Staff[20] (StaffCode)				
Staff	StaffName	StaffID	StfDate	Se
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lincoln	17	01/01/2000	1

ProvUnit [9]	
ProvUnit	Name
PU1001	Eastern Health Service
PU1002	Western Health Service

Save Can Add Del Group Reset 07/08/2007 1

Provider Unit	
Field	Value
Provider Unit	PU1001
Name	Eastern Health Service

2. Click on the reset button



Facility and ProvUnit Reset

Patient & episode details have been restored

SNAPSHOT 3.80a - [Main: Provider Unit: PU1001; Facility: X245]

File Edit

Patient[20] (MRN)		
MRN	PatName	DOB
20000145	Clarke,Libby	06/01/1934
20000326	Kennedy,Martha	05/11/1916
20001278	Belmont,Rosemary	09/05/1904
20001777	Ingham,Jane	22/07/1938
20001784	Chappell,Chris	14/10/1930
20002695	Jensen,Kate	30/04/1918
20004229	Aitchison,Jane	02/09/1940
20004833	Kellett,Joan	11/03/1927
20005249	McCabe,Helen	16/01/1917
20005605	Rossitor,Deidre	25/01/1902
20005629	Shepard,Geraldine	31/10/1912
20006439	Nugent,Nora	29/12/1912
20006489	Knowles,Kay	03/06/1928
20007462	Owens,Jane	15/04/1909
20007612	Gurney,Elsie	13/01/1926
20008519	Reid,Lorna	10/09/1909

Episode [1]				
BegDate	CT	ET	EpisID	EndDate
01/01/2000	1	1	3	08/01/2000

Staff[20] (StaffCode)				
Staff	StaffName	StaffID	SttDate	Se
1000	Daly	1	01/01/2000	1
1001	Lockwood	2	01/01/2000	1
1002	Perry	3	01/01/2000	1
1003	Page	4	01/01/2000	1
1004	Birchall	5	01/01/2000	1
1005	McCabe	6	01/01/2000	1
1006	Ford	7	01/01/2000	1
1007	Armitage	8	01/01/2000	1
1008	Glover	9	01/01/2000	1
1009	Aspinall	10	01/01/2000	1
1010	Hampson	11	01/01/2000	1
1011	Berg	12	01/01/2000	1
1012	Cox	13	01/01/2000	1
1013	Taylor	14	01/01/2000	1
1014	Lyons	15	01/01/2000	1
1015	Lincoln	16	01/01/2000	1
1016	Lincoln	17	01/01/2000	1

ProvUnit [9]	
ProvUnit	Name
PU1001	Eastern Health Service
PU1002	Western Health Service

Save Can Add Del Group Reset 07/08/2007 1

Provider Unit	
Field	Value
Provider Unit	PU1001
Name	Eastern Health Service

AdultHoNDS
AdultLSP
AdultMHI
ChildMH
SnapClass
PrivRehab
Staff
WardTeam
Members
EpiDOS
StaffDOS
GenTime
Path
Imag
Drug
Equip
AdminStatus
HACCMS
ACAT[AGS]M
ACATMDS2
PatCIARR
EpiCIARR
DVAAss[MDS
DVAREv[MD
System
ProvUnit
Facility
Epi90Day
UserTable
ImpDetail
Import
UserDef



Troubleshooting

- **Help, I get an “Out of memory” message when I try to run a report.**
- Don't panic – this is normally an easy problem to resolve.
- It is not always obvious why you have received this message, but possible reasons include;
 - You have too many applications open at the same time
 - Your PC is not powerful enough
 - You are having a bad day, and almost everything is conspiring against you.



Out of memory message

- To resolve this error, you will need to repair and compact your database.
- To do this you will first need to log onto SNAPshot as an Administrator;
- Administrator Options Dialog
 - requires Main Screen to be closed
 - Click FILE:CLOSE
 - To open Administrator Options
 - Click FILE:ADMINISTRATOR OPTIONS
- To Logon as Administrator
 - Enter password 'admink'
 - Check box, "Open database exclusive..."
 - Click Logon as Administrator box
 - Click Exit



Out of memory message

- Select the Database Utilities option
 - Click FILE:DATABASE UTILITIES
 - Click Repair Database button
 - Confirm selection
 - 'Repair operation complete'
 - Click OK

- Select the Database Utilities option
 - Click FILE:DATABASE UTILITIES
 - Click Compact Database button
 - Confirm selection
 - 'C:\SnapShot\<name>.mdb compacted'
 - Click OK

Data Collection Form



- AROC has prepared a Proforma data collection sheet to collect AROC dataset.
- This proforma is available on the AROC website, and the SNAPshot installation disk.
- It has been provided as a tool to help facilities identify data items to be collected.
- You are able to modify the data collection sheet to suit your specific needs.



AROC Contact Details

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